

1/11/99

**SUBJ: FAA PRE-CONSTRUCTION AND MAINTENANCE PROJECT
SAFETY AND HEALTH CHECKLIST**

1. **PURPOSE.** This order provides information on construction and maintenance project safety and health requirements. Appendix 1, FAA Pre-Construction and Maintenance Project Safety and Health Checklist, Form FAA 3900-8, will be used during construction and maintenance activities.
2. **DISTRIBUTION.** This order is distributed to the division level in Airway Facilities and Air Traffic in Washington, to the branch level in regional Airway Facilities and Air Traffic Divisions, and a limited distribution to all Airway Facilities and Air Traffic field offices and facilities.
3. **BACKGROUND.**
 - a. During 1997, an unusually high number of incidents occurred in asbestos abatement, construction, and maintenance-related projects. These incidents showed that improvements are needed relative to planning and communication, minimizing and eliminating project risks, following established procedures, and ensuring appropriate oversight of contract work by Federal Aviation Administration (FAA) personnel. As a result, significant concerns have been raised by the unions, airline industry, flying public, and Congress.
 - b. The National Airspace System Transition and Integration (ANS) organization reviewed the FAA project construction process to determine methods to reduce or eliminate project-related incidents at FAA facilities. This review determined that project-related incidents can be reduced or eliminated by initiating a requirement for the completion of the checklist prior to starting construction or maintenance activities and as onsite work progresses.
 - c. On March 9, 1998, FAA Notice 3900.60, FAA Pre-Construction and Maintenance Project Safety and Health Checklist, was published to require the use of the FAA Pre-Construction and Maintenance Project Safety and Health Checklist as a tool by each individual who oversees construction and maintenance activities that potentially have occupational safety and health and environmental related impacts, on Air Traffic and Airway Facilities operations. Notice 3900.60 requested FAA facilities to assess the effectiveness and usefulness of the checklist and provide feedback to the Environmental, Energy, and Safety Division, ANS-500. No feedback was received. Available information regarding project-related incidents at FAA facilities indicates that incidents have been reduced at those FAA facilities where the checklist is used for construction and maintenance activities.
 - d. Due to the urgency to continue to reduce or eliminate project-related incidents at FAA facilities, without interruption, this order is being issued without further coordination of the checklist.

Distribution: A-W(AF/AT)-2; A-X(AF/AT)-3;
A-FAF/FAT-0(LTD)

Initiated By: ANS-500

4. **CANCELLATION.** FAA Notice 3900.60, FAA Pre-Construction and Maintenance Project Safety and Health Checklist, dated March 9, 1998, is canceled.

5. **ACTION.**

a. Effective immediately, Appendix 1, FAA Pre-Construction and Maintenance Project Safety and Health Checklist, Form FAA 3900-8, shall be used as a tool by each resident engineer (RE), contracting officer's technical representative (COTR), designated facility point of contact, and System Management Office (SMO) and System Support Center (SSC) manager who oversees construction and maintenance activities that potentially have occupational safety and health, and environmental related impacts on Air Traffic and Airway Facilities operations. This checklist shall be used, as appropriate, during critical phases of construction and maintenance activities; e.g. the pre-construction meeting, 30-60 days prior to commencement of work, daily/weekly construction meetings, etc. Emphasis should be placed on using the checklist as a tool to assess, as well as reassess, hazards as projects progress. The checklist contains detailed instructions regarding its use.

b. As appropriate, each RE, COTR, and SMO and SSC manager or designated facility point of contact is responsible for ensuring completion and distribution of the checklist. Occupational safety and health and environmental (OSH/E) professionals, who receive copies of the checklist, shall maintain copies a minimum of 3 years. Upon request, OSH/E professionals shall provide copies to the Regional Program Managers for Environment and Safety and Regional Occupational Safety and Health Managers, or the Washington headquarters program office for review.

6. **FEEDBACK.** When using the checklist, all organizations are encouraged to assess its effectiveness and usefulness. Organizations should provide feedback regarding the effectiveness and usefulness of the checklist to the Environmental, Energy, and Safety Division, ANS-500, through memorandum or electronic mail. FAA Form 1320-19, Directive Feedback Information, may also be used.

7. **ISSUANCE OF CONSTRUCTION AND MAINTENANCE ORDER.** The Environmental, Energy, and Safety Division, ANS-500, has issued this order to replace FAA Notice 3900.60. Since the Notice expires on March 9, 1999, the order is published as a permanent directive to ensure the adherence to the policies and practices set forth in this document. This order will establish minimum requirements for construction and maintenance safety and health programs. The checklist has been converted into an agency form and is available through the FAA distribution system. Revisions to the order are planned in the near future to incorporate further clarification of responsibilities and to refine the checklist. All suggestions and recommendations received to improve the order will be considered in developing revisions.


Stanley Rivers
Director of Airway Facilities

APPENDIX 1. FORM 3900-8, FAA PRE-CONSTRUCTION AND MAINTENANCE PROJECT SAFETY AND HEALTH CHECKLIST

Purpose

This checklist is intended to be used as a tool by RE/COTRs, designated facility POCs, or SSC managers who oversee construction and maintenance activities that potentially have Occupational Safety, Health, and Environmental (OSH/E) related impacts on AT/AF operations. This tool shall be used, as appropriate, during critical phases of construction and maintenance activities (e.g. the pre-construction meeting, 30-60 days prior to commencement of work, weekly/daily construction meetings, etc.). Emphasis should be placed on using this checklist as a tool to assess as well as reassess hazards as the project progresses. Specifically, this checklist is intended to:

- Promote sensitivity to potential OSH/E hazards associated with projects and stress the importance of not disrupting NAS operations
- Assist in identifying and validating potential project hazards and associated risks
- Assist in preventing safety and health incidents/accidents and facility shutdowns
- Ensure appropriate contractor measures and controls are in place to address potential project hazards
- Facilitate discussion with the contractor regarding plans to prevent/minimize potential incidents/accidents
- Enhance coordination between OSH/E professionals, project personnel and contractors
- Facilitate review of critical FAA OSH/E procedures with contractors
- Raise OSH/E awareness

- This checklist relies on the training and professional judgment of the user. OSH/E personnel should be consulted as needed.

- A facility POC with a thorough understanding of facility procedures and equipment considerations should participate in the site walk-through.

NOTE: For small procurements (e.g. credit card purchases) and internal FAA projects (e.g. field maintenance party projects), without specifications, immediately contact the designated OSH/E professional for assistance in completing this checklist.

1 Project Summary Information

Fill in the requested site specific information.

Project Name and Description:	<hr/> <hr/> <hr/>		
Project/Activity/Task:	<hr/>		
Planned Start:	<hr/>		
Expected Completion Date:	<hr/>		
Contractor Contact:	Name: <hr/>	Phone: <hr/>	
OSH/E Contact:	Name: <hr/>	Phone: <hr/>	
Facility POC:	Name: <hr/>	Phone: <hr/>	

2 Facility Procedures

Review site specific FAA procedures and considerations with the contractor. For example, discuss when or how during the project, emergency plans will be used/required. After the procedures have been reviewed, perform a site walk-through with the contractor.

Facility Procedures	Reviewed?			Notes
	Yes	N/A	No *	
Asbestos Contingency Plan				
Critical Power Systems Awareness				
Lock Out/Tag Out				
Work Permits (e.g. Asbestos, Lead)				
Emergency Plans (e.g. Occupant Emergency Plan)				
Impacts to Fire Alarm and Suppression Systems				
Site Walk-Through (With Facility POC & Contractor(s))				
Hazard Communications (e.g. MSDSs)				
Other (e.g. Access/Security/Communications Equip.)				

3 Project Hazard/Risk Analysis

Think about your project and its potential hazards and risks. Consider sensitive NAS operations and all facility personnel that may be impacted by your projects. As an example: Construction activities with potential for impacting asbestos materials in or near sensitive operations could result in incidents which disrupt NAS operations. For each potential project hazard indicate (with a checkmark) a level of potential risk for exposure/release/incident.

Potential Project Hazards	Level of Potential Risk For Exposure/Release/Incident*			Notes
	High	Low	N/A	
Consider Sensitive AT/AF Operations:				
Hazardous Substances and Environmental Controls				
Asbestos (e.g. Tiles & Insulation)				
Chemical, Gas, Fumes, Dust, Radiation				
Indoor Air				
Ventilation System				
Lead-based Paint				
Electrical Power Systems				
Pressurized Equipment and Systems				
Work at Heights (>6 feet)				
Other (e.g. Confined Space)				

4 Site Safety and Health

After reviewing the potential hazards and risks in block 3, ensure that the contractor has identified measures and controls to address applicable site safety and health risks (e.g. through discussions, available site safety plans, or other applicable documents). In your judgment, if the contractor has appropriate measures to address the potential project hazards (see block 3), check the appropriate YES boxes below. If a potential project hazard has been identified in block 3 and no associated measures or controls are evident, then check the appropriate NO boxes below. If a NO box is checked, use the close-out date box to indicate when appropriate measures or controls have been incorporated into the contractor's site safety and health approach.

Program Elements	Yes	N/A	No *	If No, Indicate Close-out Date	Notes
Hazardous Substances & Environmental Controls					
Asbestos					
Chemicals (e.g. Introduced to site)(Provide MSDS)					
Gas					
Fumes					
Lead Paint/Other Coatings					
Radiation and Electric Fields					
Ventilation and Exhaust Systems					
Electrical Power Systems					
Procedures for Critical Power Systems Coordination					
Provisions for GFCI					
Control of Hazardous Energy (Lockout/Tagout) (e.g. Electrical, Mechanical, Hydraulic, Thermal, Radiation)					
Pressurized Equipment and Systems					
Work at Heights (>6 feet)					
Safe Access and Fall Protection					
Work Platforms					
Floor and Wall Holes and Openings					
Personal Protective and Safety Equipment					
Fire Prevention					
Accident Prevention					
Excavations (New Construction or Tie in)					
Welding and Cutting					
Demolition of Existing Facility in Whole or Part					
Medical and First Aid Requirements					
Hand and Power Tools					
Material Handling, Storage, and Disposal					
Rigging					
Machinery and Mechanized Equipment (e.g. Equipment & Operator Certifications)					
Sanitation					
Lighting					
Concrete & Masonry Construction & Steel Erection					
Hazardous, Toxic, Radioactive Waste Activities					
Other (e.g. Noise)					

5 Review Information

The appropriate FAA point of contact and the contractor shall sign below to document discussion of the items on this form.

Reviewed By:	Date
FAA POC: _____	
Contractor: _____	
Incident Prevention and Hazard Control Methods Discussed? Yes <input type="checkbox"/> No <input type="checkbox"/>	

This block indicates routing of this checklist for project coordination.

This form has been forwarded to:	Name	Date
SECM, OSH/E Contact:		
AF Facility Manager:		
AT Facility Manager:		
Other:		

Notes (e.g. Provide further explanation of potential hazards, locations, etc. below and attach additional sheets if necessary.)

* Consult with your SECM or designated OSH/E professional for additional guidance and assistance.